

## MILPERSMAN 1050-081

### COMPUTATION OF LEAVE - GENERAL INSTRUCTIONS

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<b>Governing Directives</b>	DOD Directive 1327.5 of 24 Sept 85 DFAS-DJMS Procedures Training Guide (DFAS PTG), Part 1, Chapter 4
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#### 1. Instructions

a. The primary responsibility for leave accounting is under the cognizance of the DFAS Cleveland Center.

b. Instructions in this article are intended to provide a general understanding of the method of computing leave.

c. Specific instructions concerning leave accounting are contained in the DJMS PTG.

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2. Computing Leave. Leave is credited at the rate of 2 ½ days for each full month on active service.

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#### 3. When is Leave Not Creditable

a. Leave is not creditable for any period when the member is in

- (1) a lost time,
- (2) excess leave, or
- (3) other non-pay status.

b. Leave earnings will be reduced for each non-creditable period using the foregoing table.

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4. **Computing for Cash Settlement.** Use the rules in table below when making a cash settlement at the end of a period of active service:

WHEN ...	AND ...	THEN ...
leave is computed at the end of a period of active service for the purpose of making cash settlement,	the final leave balance includes a half day total,	the total shall not be advanced to the next higher full day: <ul style="list-style-type: none"><li>• the amount to be paid shall be computed by crediting the member with one-half of a day's entitlement.</li><li>• the total amount shall be rounded to the nearest penny.</li></ul>
a minus leave balance includes a half-day total,		the minus balance shall be increased to the next highest full day.

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5. **Determining Leave Between Permanent Change of Stations (PCS's)**

a. In determining leave between PCS's, work backwards to compute the number of days travel, proceed, and leave, according to MILPERSMAN 1320-090, 1320-100, and 1050-150.

b. If both travel in and out of the continental United States (CONUS) are involved, the allowable travel time IN CONUS and OUT CONUS will be added.

c. The number of days remaining, after deducting the proceed and travel time from the elapsed time, is chargeable as leave.

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